

PUBLIC NOTICE

Steger Public School District 194, 3753 Park Avenue, Steger, Illinois 60475, is requesting sealed proposals from Qualified Providers to propose Energy Conservation Measures. Proposals shall be sealed and received in the office of the Superintendent at the above address, no later than 2:00 p.m. on Wednesday, January 7, 2015. All inquiries should be directed to Mr. Eric Diehl, Business Manager, at (708) 755-0022.

**REQUEST FOR PROPOSALS
GUARANTEED ENERGY SAVINGS CONTRACT
ISSUED BY:
Steger Public School District #194
3753 Park Avenue
Steger, IL 60475
ON
December 9, 2014**

Steger Public School District 194 (referred to as "District"), is requesting Qualified Providers to propose Energy Conservation Measure (ECM's) improvements through a Guaranteed Energy Savings Performance Contract. This Request for Proposals (RFP) is issued pursuant to Illinois School Code 105 ILCS 5/19b.

The final selection of the qualified provider will allow District to negotiate improvements to the District's facilities. Submitted proposals shall be sealed and received in the office of Mr. Eric Diehl, Business Manager, 3753 Park Avenue, Steger, IL, 60475, no later than 2:00 p.m. Central Standard Time on Wednesday, January 7, 2015, and shall be opened immediately thereafter. One original and four copies are being requested. No extensions will be granted.

Any questions regarding this Request for Proposals shall be directed to Mr. Eric Diehl, Business Manager, at 708-755-0022. Questions may also be communicated to Mr. Eric Diehl via email at ediehl@sd194.org.

COST FOR PROPOSAL PREPARATION

The District is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing a final contract.

DISCLOSURE

The District acknowledges that Precision Control Systems, Inc. provided input in assembling specifications for the RFP document. The District further acknowledges that it has not engaged any party to perform a facility energy audit or analysis within the last three years.

A. DEFINITIONS

ENERGY COST SAVINGS MEASURE (ECM): any improvement, repair, alteration, or betterment of any building or facility owned or operated by the District, or any equipment, fixture, or furnishing to be added to or used in any such building or facility that is designed to reduce energy consumption or operating costs, and may include, without limitation, one or more of the following:

- a) Insulation of the building structure or systems within the building.
- b) Storm windows or doors, caulking or weather-stripping, multi-glazed windows or doors, heat absorbing or heat reflective glazed and coated window or door systems, additional glazing reductions in glass area, or other window and door system modifications that reduce energy consumption.
- c) Automated or computerized energy control system.
- d) Heating, ventilating or air conditioning system modifications or replacements.
- e) Replacement or modification of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to the applicable state or local building code for the lighting system after the proposed modifications are made.

- f) Energy recovery systems.
- g) Energy conservation measures that provide long-term operating cost reductions.

The District presently anticipates renovating their Eastview and Saukview school buildings and desires mechanical, electrical, and plumbing energy conservation measure upgrades at those facilities, per ECM's c), d), e), f), and g) above. For these schools, interested ESCO's may also at a lower priority evaluate roof, window, and door improvements under ECM's a), b), or e) above. At Columbia JHS, interested ESCO's may also recommend HVAC or temperature control system upgrades under ECM's c), d), and g) above.

B. DESCRIPTION OF THE PROCUREMENT PROCESS

1. **PRE-PROPOSAL BUILDING VISITS & BUILDING INFORMATION.** The District will provide interested ESCO's with scheduled times to survey buildings and sites, HVAC systems, window, door and roof systems. Access to existing building plans, blueprints, equipment lists, and utility billings shall be made available to all interested ESCO's.
2. **SUBMISSION OF PROPOSALS.** Submitted proposals shall be sealed and received in the office of the Superintendent, no later than 2:00 p.m. Central Standard Time on Wednesday, January 7, 2015, and shall be opened immediately thereafter. The School District will review and evaluate written proposals in response to this RFP in accordance with the evaluation criteria.
3. **ORAL INTERVIEW.** Qualified Providers may be invited to participate in an oral interview to discuss in detail how their approach satisfies the evaluation criteria. The Qualified Provider should be prepared to answer questions presented by the School District.
4. **SELECTION OF QUALIFIED PROVIDER.** The selection of a Qualified Provider to provide Energy Conservation Measures through a Guaranteed Energy Savings Contract shall be based solely on the School District's evaluation of information a Qualified Provider sets forth in its written proposal and any oral interview subject to the evaluation criteria. The School District shall select the Qualified Provider that best meets the needs of the School District. The School District reserves the right not to select a Qualified Provider if it is deemed that none meet the needs of the School District.
5. **LETTER OF INTENT.** The School District will issue a Letter of Intent (LOI) to the selected Qualified Provider through a Board of Education resolution.
6. **EXECUTION OF GUARANTEED ENERGY SAVINGS CONTRACT.** If a Qualified Provider is selected, the School District will negotiate and execute the Guaranteed Energy Savings Contract with the selected Qualified Provider, subject to District legal review of contract.

C. PROPOSAL CONTENTS: All proposals must contain the following:

1. Executive Summary
2. Experience and Qualifications
3. Technical Approach and Recommended Solutions
4. Project Management and Scheduling
5. Financial Approach, Project Cost and Guarantee
6. Maintenance and Training
7. Addendum

D. EVALUATION CRITERIA

1. Executive Summary
2. Experience and Qualifications 20%
 - a. Company name and address with primary contract name and number
 - b. A Brief Company History
 - c. Company Organizational Chart and resumes of all team members to be involved with the project.
 - d. The ECM's designed, presented and installed shall be designed and permitted under the laws of the State of Illinois and the Illinois School Code.
 - e. The Qualified Provider shall submit five K-12 school references in Illinois that have previously entered into Guaranteed Energy Savings contracts with the Qualified Provider. Each reference shall include the scope, size, and savings in the project, and the name and telephone number of a contact person.
3. Technical Approach and Recommended Solutions 40%
 - a. Understanding of the existing building conditions, systems, operations, and schedules.
 - b. Recommended facility solutions for all buildings.
 - c. Comprehensiveness of the technical approach to the project based on improvements likely to be included.
 - d. Approach to performing building energy audit, evaluating, recommending and designing facilities solutions.
 - e. Equipment Selection
 - f. Procurement Process
 - g. Contractor Selection
 - h. Subcontracting
4. Project Management and Scheduling 20%
 - a. Clear assignment of responsibility for various project tasks to specific individuals. Individuals responsible for the management of the project must be identified.
 - b. Ability to manage the construction processes and effectively communicate ongoing progress with the School District.
 - c. Ability to plan and complete all phases of the project on schedule and in a manner that does not unnecessarily interrupt the facilities' occupants.
 - d. Ability to coordinate project construction with local utilities, subcontractors, equipment suppliers and facility personnel.
 - e. Ability to provide a schedule of project milestones which will become part of the final contract.
 - f. Describe the process to monitor response time.
 - g. Ability of Qualified Provider to warrant good and clear title to all equipment and materials furnished to the School District and further warrant all equipment and materials to be of good quality and free of defects in materials and workmanship, including installation and setup.
 - h. All work performed under the Guaranteed Energy Savings Contract shall be in accordance with all applicable federal, state, and municipal laws and regulations legally enacted as of the date the work commences.

5. Financial Approach, Costs and Guarantee 10%
 - a. Total Project costs.
 - b. Cost for any in-depth engineering study and analysis necessary to determine project parameters.
 - c. Financial soundness and stability of the Qualified Provider.
 - d. Demonstrated ability to coordinate project financing.
 - e. Sample financing arrangement, if it is proposed by the ESCO for this project.
 - f. Ability to provide a written guarantee which states that either the energy or operational cost savings, or both, will meet or exceed, within 20 years, the costs of the Energy Conservation Measures. Such guarantee must be made directly by the Qualified Provider. Third party insurance policies will not be accepted.
 - g. Provisions for the reimbursement to the School District of any shortfall of guaranteed energy savings projected in the contract.
 - h. Ability to provide a sufficient performance and payment bond to the School District for the installation and warranty of ECM's included in the Guaranteed Energy Savings Contract.
6. Maintenance and Training 10%
 - a. Ability to provide consistent, reliable, and quality first party service to meet the School District's needs. Should ESCO utilize subcontractors for service, that ability should be described as an alternative to a first party HVAC and control service arrangement.
 - b. Ability to provide equipment maintenance plan for the term of the Guaranteed Energy Savings Contract.
 - c. Ability to manage repairs, schedule maintenance and emergency service maintenance effectively.
 - d. Proposed response time to facilitate the resolution of service should a service agreement be proposed by the Qualified Provider.
 - e. Plans for training district staff.
7. Addendum